



**DEFENSE FINANCE AND ACCOUNTING SERVICE
COLUMBUS CENTER**

P.O. BOX 182317
COLUMBUS, OHIO 43218-2317

IN REPLY
REFER TO: DFAS- KKFP/CC

October 11, 2000

MEMORANDUM FOR DIVISION CHIEFS, DFAS-KKJ/CC

SUBJECT: Fabricated Shipment Number Interim Guidance, 01-PRO-001

FEA and Operation Mongoose findings indicate that fabricated shipment numbers (FSNs) account for a high percentage of the duplicate payments made at DFAS Columbus Contract Pay Services. This interim guidance strengthens controls for the assignment and research of fabricated shipment numbers to avoid duplicate payments associated with FSNs, adopts a proposed change in the fabrication of shipment numbers for additional or supplemental billings; and brings previously issued memoranda into alignment. This interim guidance supersedes DFAS-CO/JXPA memorandum dated August 26, 1999, subject, Fabricated Shipment Numbers.

This interim guidance, 01-PRO-001, is effective immediately. The significant changes of this guidance follow.

- Eliminates the ACO/PCO as a valid fabricated shipment number prefix.
- Changes the elements utilized in the fabrication of shipment numbers.
- Provides more guidelines for the assignment and research of fabricated shipment numbers.
- Introduces the Duplicate Payment Research Database, a tool developed to assist in the research of duplicate payments. The Duplicate Payment Research Database is an Access file containing all paid invoices in the active MOCAS contracts. The file will be refreshed weekly by downloading the data from the MOCAS disbursement histories. The Access database allows queries to be made against specific contracts and conveys the data in an easy-to-read compact format.

Please disseminate this guidance immediately to associates in EDM Tier 2, Invoice Control and Entitlement. This guidance can be accessed via the CED InfoWeb at <http://infoweb-co-ced.dfas.mil>.

This interim guidance impacts Desk Procedure 301, Input and Control of Various Types of Invoices, the EDM Supplemental Guidance, and the EDI Supplemental Guidance. The changes in this guidance will be incorporated into the next revision of the desk procedure and supplemental guidance as needed.

Questions or comments should be directed to Judy Crowthers, KKFPA, extension 3-5338.

/S/
David Yonce
Chief, Policy and Procedures Branch
Policy and Quality Review Division

Attachment
As stated

cc:
DFAS-KK/CC
DFAS-KKJ/CC
DFAS-KKJ/CC Branch Chiefs
DFAS-KKFPC/CC
DFAS-KKCJ/CC
DFAS-HOFT/CO
DCMA Liaison Office

Fabricated Shipment Numbers

Introduction MOCAS requires a shipment number to process any invoice. Fabricated shipment numbers (FSNs) are assigned by DFAS-CO on commercial invoices received which:

- do not contain a contractor assigned shipment number; **and**
- the contract does not require a DD Form 250 (DFARS 252.246-7000, Material Inspection and Receiving Report).

The following are the only valid fabricated shipment number prefixes to be assigned to commercial invoices in the MOCAS system.

- ADD
- MOD
- REF
- SER
- TER
- TRA
- WTH9
- ZZS
- ZZZ

This guidance excludes contract financing billings (BVN, progress payments, performance based payments, and commercial item financing).

Specific non-contract financing FSN prefixes do not require a shipment record to be established in MOCAS. The system recognizes these prefixes as not requiring shipment data and therefore, a Material Acceptance and Accounts Payable Report (MAAPR) is not generated.

Continued on next page

Fabricated Shipment Numbers

Purpose

Thorough research and closer attention to the assignment of fabricated shipment numbers is needed to avoid duplicate payments. This guidance provides instructions for the minimum research required to ensure billings are proper and the assignment of fabricated shipment numbers.

This guidance consists of the following sections:




- Tier 2 Indexing and Research;
- Invoice Control Workflow.

Continued on next page

Fabricated Shipment Numbers

Tier 2 Indexing and Research

EDM Tier 2 Input Tier 2 Input associates will perform the following steps for commercial invoices received without a contractor assigned shipment number.

Step	Action
1	<p>Index the commercial invoice as Document Type “INVOICE”.</p> <p> The following fields are required to index the invoice: Contract Number, Shipment Number, Invoice Number and Invoice Amount.</p> <p> Invoices received which are billing for the total amount of a modification and the modification is submitted with the invoice must not be separated from the invoice. The modification must be indexed as both a modification and invoice using the multiple index function of EDM.</p>
2	<ul style="list-style-type: none">• Assign the “prefabricated” shipment number FAB0000. This number must be assigned to the invoice during the indexing process in order to process the invoice into the system.• Highlight the shipment number by utilizing the annotation tools on the Document Viewer. <p> If the PIIN/SPIIN/Shipment number is a duplicate of a payment document already in the EDM system, a message will be displayed indicating that the system has detected a duplicate document. The potential duplicate documents will be displayed in a split window in the Document Viewer.</p>

Continued on next page

Fabricated Shipment Numbers

Tier 2 Indexing and Research


Step	Action						
2 (Cont)	<ul style="list-style-type: none"> Proceed according to the following table. <table> <tr> <th>If the Duplicate Document Images message is...</th><th>Then...</th></tr> <tr> <td>displayed,</td><td>continue with Step 3.</td></tr> <tr> <td>not displayed,</td><td>accept the document. The next electronic document image in the Input Queue is displayed in the Document Viewer.</td></tr> </table>	If the Duplicate Document Images message is...	Then...	displayed,	continue with Step 3 .	not displayed,	accept the document. The next electronic document image in the Input Queue is displayed in the Document Viewer.
If the Duplicate Document Images message is...	Then...						
displayed,	continue with Step 3 .						
not displayed,	accept the document. The next electronic document image in the Input Queue is displayed in the Document Viewer.						
3	<p>The Tier 2 Indexer will review all documents in the Document Viewer to ensure they are not the same document.</p> <table> <tr> <th>If the documents are...</th><th>Then...</th></tr> <tr> <td>not the same,</td><td>click on the “Accept” command button on the message window. The document being indexed will be indexed as a duplicate with a unique control number. The document is routed to the Invoice Control workflow. The process continues with the Invoice Control Workflow section.</td></tr> <tr> <td>the same,</td><td> <ul style="list-style-type: none"> click on the “Continue” command button on the message window. The Tier 2 Indexer is returned to the Tier 2 Index screen; click on the “Forward to Research” command button on the Tier 2 Index screen. The system places the document in the Research Queue where the document can be rejected. </td></tr> </table>	If the documents are...	Then...	not the same,	click on the “Accept” command button on the message window. The document being indexed will be indexed as a duplicate with a unique control number. The document is routed to the Invoice Control workflow. The process continues with the Invoice Control Workflow section.	the same,	<ul style="list-style-type: none"> click on the “Continue” command button on the message window. The Tier 2 Indexer is returned to the Tier 2 Index screen; click on the “Forward to Research” command button on the Tier 2 Index screen. The system places the document in the Research Queue where the document can be rejected.
If the documents are...	Then...						
not the same,	click on the “Accept” command button on the message window. The document being indexed will be indexed as a duplicate with a unique control number. The document is routed to the Invoice Control workflow. The process continues with the Invoice Control Workflow section.						
the same,	<ul style="list-style-type: none"> click on the “Continue” command button on the message window. The Tier 2 Indexer is returned to the Tier 2 Index screen; click on the “Forward to Research” command button on the Tier 2 Index screen. The system places the document in the Research Queue where the document can be rejected. 						

Continued on next page

Fabricated Shipment Numbers

Invoice Control Workflow



Invoice Control Workflow This section documents the complete fabricated shipment number process in the EDM Invoice Control workflow in a continuous procedure. The roles associated with these procedures include the Distribution Clerk, IC Data Clerk, IC Data Hold, and Invoice Control Lead. The differentiation between functions is identified in the step block throughout the module.

Step	Action
1 Distribution Clerk	<ul style="list-style-type: none">Review the document in the Document Viewer and visually verify the prefabricated shipment number “FAB0000”.Select option A. REGULAR INVOICE/REFUND from the Type Transaction menu. The case is routed to the IC Data Clerk at the <i>Review Invoice & Select Processing</i> task.
2 IC Data Clerk	<ul style="list-style-type: none">Review the invoice in the Document Viewer and visually verify the “prefabricated” shipment number “FAB0000”.Select option D. MISSING SHIPMENT NUMBER on the Task window. The next task, <i>Input FAB NO in MOCAS</i>, is advanced.
3 IC Data Clerk	<ul style="list-style-type: none">Conduct research to ensure the legality, propriety, and accuracy of the payment prior to assigning a fabricated shipment number to an invoice. The following table provides the minimum level of research action required for the applicable fabricated shipment numbers.Assign a valid FSN according to the following table. <p> The use of ACO and PCO prefixes for fabricated shipment numbers will no longer be used. Invoices with ACO/PCO approval will be input as a regular shipment or must meet the conditions of one of the fabricated shipment numbers identified below.</p>

Continued on next page

Fabricated Shipment Numbers

Invoice Control Workflow

If...	Then...	Assign FSN comprised of...
<p>invoice is billing for DD 250 charges, packing charges, or additional/supplemental billing for a previously paid invoice and does not fit the MOD criteria,</p> <p> Additional billings must not contain multiple shipments.</p>	<ul style="list-style-type: none"> ➤ verify the invoice contains the previously paid shipment number and the original invoice is annotated and properly marked as an additional billing; ➤ verify the invoice states the original amount paid and the current amount being billed. 	<p>ADD and the last four (4) digits of the <i>shipment number of the original payment</i>.</p> <p> The use of this prefix will provide an audit trail for any future research/reconciliation.</p>
<p>invoice is billing for a total amount of a modification which authorizes the payment of a specific amount which was not previously billed and paid,</p>	<ul style="list-style-type: none"> ➤ verify the contractual document (modification) which authorizes the billing is attached; ➤ verify the totals on the invoice and modification match (invoice must be for entire amount of the modification). If the totals are not in agreement, attach a note advising that the invoice should be returned to the contractor. 	<p>MOD, the alpha indicator of the modification authorizing the billing and the last three (3) digits of the modification number (e.g., modification number P00025, FSN MODP025).</p> <p>On modifications issued against delivery orders/calls, the modification number consists of the four-digit call/order number plus a unique two-digit alphanumeric ID. Assign the fabricated shipment number according to the following table.</p>

Continued on next page

Fabricated Shipment Numbers


Invoice Control Workflow

If...	Then...	Assign FSN comprised of...						
invoice is billing for a total amount of a modification which authorizes the payment of a specific amount which was not previously billed and paid, (continued)		<p>On modifications issued against delivery orders/calls, assign the fabricated shipment number according to the following table. (Continued)</p> <table><tr><th>If the unique two-digit ID ...</th><th>Then assign FSN comprised of...</th></tr><tr><td>is all numeric characters (e.g., 01, 17, 99, etc.),</td><td>MOD, the alpha indicator A or P (ACO/CAO or PCO) as appropriate, the number zero (0), and the unique two digit modification ID. Example: modification 000120, FSN MODP020.</td></tr><tr><td>contains alpha or alphanumeric characters (e.g., B1, CA, 1A, A8, etc.),</td><td>MOD, the alpha indicator A or P (ACO/CAO or PCO) as appropriate, and the last three (3) digits of the invoice number. Example: modification 0001A8, invoice number 7250305, FSN MODA305. If an invoice number is not provided, use the last three digits of the Julian date.</td></tr></table>	If the unique two-digit ID ...	Then assign FSN comprised of...	is all numeric characters (e.g., 01, 17, 99, etc.),	MOD , the alpha indicator A or P (ACO/CAO or PCO) as appropriate, the number zero (0), and the unique two digit modification ID. Example: modification 000120, FSN MODP020.	contains alpha or alphanumeric characters (e.g., B1, CA, 1A, A8, etc.),	MOD , the alpha indicator A or P (ACO/CAO or PCO) as appropriate, and the last three (3) digits of the invoice number. Example: modification 0001A8, invoice number 7250305, FSN MODA305. If an invoice number is not provided, use the last three digits of the Julian date.
If the unique two-digit ID ...	Then assign FSN comprised of...							
is all numeric characters (e.g., 01, 17, 99, etc.),	MOD , the alpha indicator A or P (ACO/CAO or PCO) as appropriate, the number zero (0), and the unique two digit modification ID. Example: modification 000120, FSN MODP020.							
contains alpha or alphanumeric characters (e.g., B1, CA, 1A, A8, etc.),	MOD , the alpha indicator A or P (ACO/CAO or PCO) as appropriate, and the last three (3) digits of the invoice number. Example: modification 0001A8, invoice number 7250305, FSN MODA305. If an invoice number is not provided, use the last three digits of the Julian date.							

Continued on next page

Fabricated Shipment Numbers

Invoice Control Workflow

If...	Then...	Assign FSN comprised of...
<p>invoice is billing for services (such as maintenance, storage, or repair) on non-cost or non-time-and-materials (T&M) line items/contracts,</p> <p> The invoice must be certified by an authorized Government representative.</p>	<ul style="list-style-type: none"> ➤ verify the contractor is billing in accordance with the contract; ➤ verify an authorized government representative's signature is present (either on the invoice or certification attached); ➤ verify the commercial invoice is billing for non-cost or non-time and materials (T&M) line items/contract. Commercial invoices received and identified as billing for cost or time-and-materials should be returned to the contractor indicating that the proper billing requires the use of a public voucher (BVN) (reference Director, Defense Procurement memorandum dated February 28, 1991, subject, Payment and Withholding of Funds under Time-and-Materials Contracts); ➤ verify the invoice(s) is not a duplicate by comparing the invoice data (e.g., date of service on the billing, dollar amount, CLINs, etc.). 	<p>SER and the last four (4) digits of the invoice number. If an invoice number is not present, use the last four digits of the invoice date in Julian date format (e.g., invoice date is May 26, 2000, Julian date is 00147, FSN SER0147).</p>

Continued on next page

Fabricated Shipment Numbers

Invoice Control Workflow



If...	Then...	Assign FSN comprised of...
invoice is billing for termination costs or charges and a copy of the SF 30, Modification of Contract, Termination Agreement, is attached or the Terminating Contracting Officer (TCO) has signed the invoice to indicate that the payment is a proper payment,	verify a partial or complete termination modification is attached to the invoice.	TER , the alpha indicator of the modification authorizing the termination, A (ACO) or P (PCO), and the last three (3) digits of the modification number (e.g., modification number P00089, FSN TERP089).
invoice is billing for freight charges or postage only,	verify the original shipment number is annotated on the invoice.	TRA and the last four (4) digits of the <i>original shipment number</i> .
a completed DFAS-CO Form 39 for issuance of a refund to the contractor,	verify the DFAS-CO Form 39 has been signed.	REF and the last four (4) digits of the shipment number of the original payment.
release of withhold,	verify the ACO has authorized the release of withholding.	WTH9 and the last three (3) digits of the invoice number.
an authorization signature is not on the voucher,	attach a note to the document, advising that the invoice should be returned to the contractor.	ZZS and the last four (4) digits of the invoice number (if no invoice number is present, use the last four digits of the invoice date in Julian date format).

Continued on next page

Fabricated Shipment Numbers

Invoice Control Workflow

If...	Then...	Assign FSN comprised of...
none of the previous conditions above apply or the invoice contains an incomplete shipment number (contractor assigned shipment number is not comprised of three alphas and four numerics; for example, AB0002 or ABC002),	attach a note to the document, advising that the invoice should be returned to the contractor.	ZZZ and the last four (4) digits of the invoice number (if no invoice number is present, use the last four digits of the invoice date in Julian date format).

Step	Action				
4 IC Data Clerk	<p>Conduct all necessary research to ensure the billing it is not a duplicate billing.</p> <div>  <p>The Duplicate Payment Research Database may be queried to verify the billing has not been paid previously. Query the database for the dollar amount of the invoice, prepared date, etc. Research should include review of the contract payment folders when a match is found in the query.</p> </div> <div>  <p>The Duplicate Payment Research Database is an Access file containing all paid invoices in the active MOCAS contracts. The file is refreshed weekly by downloading the data from the MOCAS disbursement histories. The Access database allows queries to be made against specific contracts and conveys the data in an easy-to-read compact format.</p> </div> <table border="1"> <tr> <th>If research results indicate...</th><th>Then...</th></tr> <tr> <td>the billing is valid and not a duplicate,</td><td>continue with Step 5.</td></tr> </table>	If research results indicate...	Then...	the billing is valid and not a duplicate,	continue with Step 5 .
If research results indicate...	Then...				
the billing is valid and not a duplicate,	continue with Step 5 .				

Continued on next page

Fabricated Shipment Numbers

Invoice Control Workflow

Step	Action						
5	Input the invoice into MOCAS. Continue according to the following table.						
IC Data Clerk	<table><tr><th>If...</th><th>Then...</th></tr><tr><td>the billing is a true duplicate,</td><td><ul style="list-style-type: none">select option B. MENU RETURN. The case is routed back to the <i>Review Invoice & Select Processing</i> task;select option C. INCOMPLETE CONTRACT NUMBER at the Review Invoice & Select Processing task. The next task, <i>Prepare Form 42</i>, is advanced. The invoice return to contractor letter is prepared and the process continues.</td></tr><tr><td>the transaction passes all system validations,</td><td><ul style="list-style-type: none">select option A. FAB SHIP NO on the EDM Task window. The case is placed on IC DATA Hold awaiting the MOCAS cycle to run;the process continues with Step 6.</td></tr></table>	If...	Then...	the billing is a true duplicate,	<ul style="list-style-type: none">select option B. MENU RETURN. The case is routed back to the <i>Review Invoice & Select Processing</i> task;select option C. INCOMPLETE CONTRACT NUMBER at the Review Invoice & Select Processing task. The next task, <i>Prepare Form 42</i>, is advanced. The invoice return to contractor letter is prepared and the process continues.	the transaction passes all system validations,	<ul style="list-style-type: none">select option A. FAB SHIP NO on the EDM Task window. The case is placed on IC DATA Hold awaiting the MOCAS cycle to run;the process continues with Step 6.
	If...	Then...					
	the billing is a true duplicate,	<ul style="list-style-type: none">select option B. MENU RETURN. The case is routed back to the <i>Review Invoice & Select Processing</i> task;select option C. INCOMPLETE CONTRACT NUMBER at the Review Invoice & Select Processing task. The next task, <i>Prepare Form 42</i>, is advanced. The invoice return to contractor letter is prepared and the process continues.					
the transaction passes all system validations,	<ul style="list-style-type: none">select option A. FAB SHIP NO on the EDM Task window. The case is placed on IC DATA Hold awaiting the MOCAS cycle to run;the process continues with Step 6.						
	<table><tr><td>a MOCAS on-line error message is received stating the attempted invoice input is a duplicate of a shipment number already in MOCAS,</td><td><ul style="list-style-type: none">attach a note to the case documenting your research findings which validate the invoice. Note the invoice should be processed in the normal manner via force-through action;select option B. MENU RETURN. The case is routed back to the <i>Review Invoice & Select Processing</i> task;select option E. DUPLICATE INV IN MOCAS at the <i>Review Invoice & Select Processing</i> task to route the case to the Invoice Control Lead;the process continues with Step 8.</td></tr></table>	a MOCAS on-line error message is received stating the attempted invoice input is a duplicate of a shipment number already in MOCAS,	<ul style="list-style-type: none">attach a note to the case documenting your research findings which validate the invoice. Note the invoice should be processed in the normal manner via force-through action;select option B. MENU RETURN. The case is routed back to the <i>Review Invoice & Select Processing</i> task;select option E. DUPLICATE INV IN MOCAS at the <i>Review Invoice & Select Processing</i> task to route the case to the Invoice Control Lead;the process continues with Step 8.				
a MOCAS on-line error message is received stating the attempted invoice input is a duplicate of a shipment number already in MOCAS,	<ul style="list-style-type: none">attach a note to the case documenting your research findings which validate the invoice. Note the invoice should be processed in the normal manner via force-through action;select option B. MENU RETURN. The case is routed back to the <i>Review Invoice & Select Processing</i> task;select option E. DUPLICATE INV IN MOCAS at the <i>Review Invoice & Select Processing</i> task to route the case to the Invoice Control Lead;the process continues with Step 8.						

Continued on next page

Fabricated Shipment Numbers

Invoice Control Workflow

Step	Action										
6 IC Data Hold	<ul style="list-style-type: none"> Review the case the day after a successful MOCAS cycle run to ensure update. Release the case from IC Data Hold after verifying the update is accurate. The case is routed to the ID Data Clerk at the <i>Review After Cycle</i> task. The process continues with Step 7. 										
7 IC Data Clerk	<ul style="list-style-type: none"> Select the appropriate routing option at the <i>Review After Cycle</i> task according to the following table and based on the results of the review of the case. <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>the invoice needs to be recoded,</td><td> <ul style="list-style-type: none"> select option A. RECODE INVOICE. The next task, <i>Recode Invoice in MOCAS</i>, is advanced; continue to process the recode IAW the EDM Supplemental Guidance for MOCAS Desk Procedures, June 23, 2000. </td></tr> <tr> <td>the case needs further routing,</td><td>select option B. MENU RETURN. The case is routed back to the <i>Review Invoice & Select Processing</i> task where the appropriate routing option may be selected.</td></tr> <tr> <td>the invoice is not reflected in MOCAS,</td><td> <ul style="list-style-type: none"> select option C. NOT IN MOCAS. The case is routed back to the <i>Input Fab Number in MOCAS</i> task; repeat Step 5. </td></tr> <tr> <td>the case needs to be returned to the Invoice Distribution for further routing,</td><td>select option Z. RETURN TO DIS. The case is routed to the <i>Invoice Distribution</i> task, where the system routes the case based on the MOCAS Reason Code.</td></tr> </table>	If...	Then...	the invoice needs to be recoded,	<ul style="list-style-type: none"> select option A. RECODE INVOICE. The next task, <i>Recode Invoice in MOCAS</i>, is advanced; continue to process the recode IAW the EDM Supplemental Guidance for MOCAS Desk Procedures, June 23, 2000. 	the case needs further routing,	select option B. MENU RETURN . The case is routed back to the <i>Review Invoice & Select Processing</i> task where the appropriate routing option may be selected.	the invoice is not reflected in MOCAS,	<ul style="list-style-type: none"> select option C. NOT IN MOCAS. The case is routed back to the <i>Input Fab Number in MOCAS</i> task; repeat Step 5. 	the case needs to be returned to the Invoice Distribution for further routing,	select option Z. RETURN TO DIS . The case is routed to the <i>Invoice Distribution</i> task, where the system routes the case based on the MOCAS Reason Code.
If...	Then...										
the invoice needs to be recoded,	<ul style="list-style-type: none"> select option A. RECODE INVOICE. The next task, <i>Recode Invoice in MOCAS</i>, is advanced; continue to process the recode IAW the EDM Supplemental Guidance for MOCAS Desk Procedures, June 23, 2000. 										
the case needs further routing,	select option B. MENU RETURN . The case is routed back to the <i>Review Invoice & Select Processing</i> task where the appropriate routing option may be selected.										
the invoice is not reflected in MOCAS,	<ul style="list-style-type: none"> select option C. NOT IN MOCAS. The case is routed back to the <i>Input Fab Number in MOCAS</i> task; repeat Step 5. 										
the case needs to be returned to the Invoice Distribution for further routing,	select option Z. RETURN TO DIS . The case is routed to the <i>Invoice Distribution</i> task, where the system routes the case based on the MOCAS Reason Code.										

Continued on next page

Fabricated Shipment Numbers

Invoice Control Workflow

Step	Action						
8 Invoice Control Lead	<p>Review the Note Log for information regarding the research and validation of the billing. Determine the appropriate routing of the case based on the table below.</p> <table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>the invoice should be processed in MOCAS as a duplicate shipment number,</td><td> <ul style="list-style-type: none"> process the invoice in MOCAS utilizing the force-through procedures in DP 301; select option A FORCE DUPLICATE on the <i>Research Duplicate Invoice</i> task. The next task, <i>Add Note for File</i>, is advanced and the Add Note function activated; add a note for the file. The case is placed on system hold awaiting the MOCAS cycle run. </td></tr> <tr> <td>the invoice should be returned to the contractor,</td><td> <ul style="list-style-type: none"> add a note for the IC Data Clerk explaining why the invoice should be returned; select option B. RETURN TO CONTRACTOR on the <i>Research Duplicate Invoice</i> task. The case is routed back to the IC Data Clerk at the <i>Review Invoice & Select Processing</i> task. </td></tr> </table>	If...	Then...	the invoice should be processed in MOCAS as a duplicate shipment number,	<ul style="list-style-type: none"> process the invoice in MOCAS utilizing the force-through procedures in DP 301; select option A FORCE DUPLICATE on the <i>Research Duplicate Invoice</i> task. The next task, <i>Add Note for File</i>, is advanced and the Add Note function activated; add a note for the file. The case is placed on system hold awaiting the MOCAS cycle run. 	the invoice should be returned to the contractor,	<ul style="list-style-type: none"> add a note for the IC Data Clerk explaining why the invoice should be returned; select option B. RETURN TO CONTRACTOR on the <i>Research Duplicate Invoice</i> task. The case is routed back to the IC Data Clerk at the <i>Review Invoice & Select Processing</i> task.
If...	Then...						
the invoice should be processed in MOCAS as a duplicate shipment number,	<ul style="list-style-type: none"> process the invoice in MOCAS utilizing the force-through procedures in DP 301; select option A FORCE DUPLICATE on the <i>Research Duplicate Invoice</i> task. The next task, <i>Add Note for File</i>, is advanced and the Add Note function activated; add a note for the file. The case is placed on system hold awaiting the MOCAS cycle run. 						
the invoice should be returned to the contractor,	<ul style="list-style-type: none"> add a note for the IC Data Clerk explaining why the invoice should be returned; select option B. RETURN TO CONTRACTOR on the <i>Research Duplicate Invoice</i> task. The case is routed back to the IC Data Clerk at the <i>Review Invoice & Select Processing</i> task. 						

End of Guidance